

SECRET

NOV 18 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Summaries Leave Report

1. Attached are two tables of overall Agency tabulations of overtime and holiday time worked and leave taken during the period 28 March 1954 through 3 July 1954 (Tab A) and 4 July 1954 through 25 September 1954 (Tab B). These tables are similar to tables prepared and forwarded to you in July of this year. There is also attached a chart (Tab C) reporting the number of CIA paid employees compared to the overtime worked and leave taken during the periods covered in the summaries. A similar chart (Tab D) for the Administration Areas is attached for comparative purposes.

2. Attached also are reports addressed to the Deputy Directors for Plans (Tab E) and Intelligence (Tab F) reporting to them on the same items for their respective areas.

3. Memorandums are being sent to all offices discussing the overtime and leave trends in their respective offices. Submitted with the memorandums are tabulations reporting overtime worked and leave taken per pay period.

4. In addition to the two tables mentioned above, copies of IBM tabulations are attached for the immediate office of the DDA for the entire period from 28 March 1954 through 25 September 1954 (Tab G). These tabulations, one for each pay period, gives the complete overtime and leave record for your office during the entire period. The columns on these tabulations reflect (a) the total regular hours in pay status during the pay period, (b) the number of employees paid, (c) the number of hours of night differential paid for, (d) overtime worked, (e) holiday time worked, (f) annual leave taken, and (g) sick leave taken. The last column indicate the allotment account. The figures in the lower right-hand corner of the tabulations are the dates covered in the pay period. Within these tabulations are two listings which cover the same information by individual employees for the pay periods ending 5 June 1954 and 11 September 1954. These listings are provided only as examples of typical pay periods.

5. Since the inception of these reports on additional compensation and leave, a downward trend in the working of overtime has developed. As will be noted in the following table, which compares the overtime performed in 1954 to 1953 by quarters, it can be seen that there has been a decrease in overtime in each quarter of the present year as compared to the comparable quarter of the past year. By comparing quarters of the present year to the comparable quarters of the past year, it is possible to eliminate seasonal factors resulting from leave, etc. It is anticipated that further reductions in overtime will be made when the full effect of revised Agency policy in Agency Notice No. 20-650-9 dated 22 October 1954 has been in force for some time.

Comparative Summary of Overtime Worked by Quarters  
in Major Components of the Agency

<u>Hours of Overtime Per Employee</u> <u>per Pay Period</u>								
<u>Pay Periods</u>	<u>Training</u>	<u>Commo</u>	<u>Plans</u>	<u>Intell</u>	<u>Admin</u>	<u>Total</u>		
31 Aug 1952 - 3 Jan 1953	1.68	5.01	3.72	4.17	6.51	4.63		
4 Jan 1953 - 28 Mar 1953	2.34	4.77	4.00	4.69	7.47	5.19		
29 Mar 1953 - 4 Jul 1953	1.86	4.08	2.95	3.55	5.86	4.03		
5 Jul 1953 - 26 Sep 1953	1.17	4.04	2.89	2.96	3.49	3.16		
27 Sep 1953 - 2 Jan 1954	.88	3.10	2.25	1.88	1.96	2.25		
3 Jan 1954 - 27 Mar 1954	1.52	2.99	3.47	2.17	2.74	2.70		
28 Mar 1954 - 3 Jul 1954	1.44	3.96	3.22	2.39	3.04	2.46		
4 Jul 1954 - 25 Sep 1954	.99	3.94	3.13	2.29	2.93	2.71		

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E. R. SAUNDERS  
Comptroller

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Attachments